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71-2922

28 JUN 1971

MEMORANDUM FOR: Deputy Director for Science & Technology
Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Support
Inspector General
General Counsel
Legislative Counsel
Director of National Estimates

SUBJECT : Presidential Libraries Program

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REFERENCE : Agency Participation in Presidential
Libraries Program

1. Attached is a recently completed study on the Presidential Libraries Program. I agree with the conclusions and have approved the recommendations.

2. As a first step, please appoint a senior official, preferably one reporting directly to you, as your representative for the Presidential Libraries Program. He will be provided guidance and assistance by the Chief, Support Services Staff/DDS until such time as the National Archives and Records Service issues a call for contributions to the Nixon Library. At that point the Director will appoint a senior Agency official who will be charged with the overall organization and management of the Nixon Library Project.

3. Once appointed your representative should do the following:

a. Establish a central point within your Directorate or Independent Office to maintain a listing of documents sent to the White House or National Security Council.

b. Review the DCI guidelines (Tab C to attached Staff Study) and your Directorate's previous guidelines for the Johnson Library and provide recommendations through you to me for updating guidelines for the Nixon Library.

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GROUP 1
Excluded from automatic
downgrading and
declassification

c. Establish a means for identifying and assembling documents for the Presidential Library collection effort (based on criteria approved by the DCI for the Nixon Library). Documents may be held within Directorates or Independent Offices under whatever controls you wish to impose.

6. Please advise me by 15 July who your representatives will be. Your recommendations for new guidelines on contributions to the Nixon Library would be appreciated by 1 August. Shortly thereafter I will review them with the Director and advise.



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L. K. White
Executive Director-Comptroller

Attachment:

Staff Study: Presidential Libraries and the Agency - w/Attachments

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